Career Development Center
New York Early Childhood Professional Development Institute

Screening And Assessment Specialist

New York Early Childhood Professional Development Institute

New York, NY

Coach / PD Provider

Posted on August 28, 2019

Job Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

GENERAL DESCRIPTION

The Early Childhood Screening and Assessment Specialist will provide developmental screening and authentic assessment professional learning (PL) and support for the New York City Department of Education's Division of Early Childhood Education (DECE). This training and support will enable teachers and leaders in a variety of program types, including district schools, New York City Early Education Centers (NYCEECs), and other types as directed, to use a screening tool to identify areas in which children may benefit from focused support, implement an authentic assessment system to monitor children's progress while informing curriculum and instruction, and deepen shared understanding of children's development across domains. Equipped with a solid understanding of child development and adult learning theory, the ideal candidates will also have strong communication and training skills.

This position is a full-time temporary position through December 2019, with the possibility that it will be extended through June 2020.

Responsibilities

DUTIES AND RESPONSIBILITIES

Screening and Assessment Professional Learning and Support

- Provide consultation and support in the development of professional learning related to screening and assessment.
- Large-scale professional learning facilitation for professional development providers, educational leaders, teachers and family child care providers.
- Provide targeted screening and assessment support in-person across the five boroughs. (50%)

Data Tracking and Communications

- Submit a log documenting each visit in a timely manner.
- Provide clear, accurate and timely communication to sites related to screening and assessment by monitoring and responding to screening and assessment inboxes.
- Provide outreach to programs regarding screening and assessment policies.

Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Master’s degree in Early Childhood Education or related area.
- At least 3 years of experience as an early childhood teacher in a program that utilized an online Authentic Assessment tool.
- At least 2 years of experience providing professional learning experiences for teachers.
- Knowledge of early childhood screening and assessment tools.
- Demonstrated ability to analyze, interpret and communicate about data.
- Exceptional interpersonal skills.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.

Preferred Qualifications

- Fluent in Spanish or Mandarin

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel by public transportation to classroom sites throughout the five boroughs.

Application Instructions

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

https://www.rfcuny.org/careers/postings?pvnID=VA-1908-003257

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

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